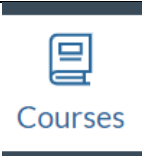

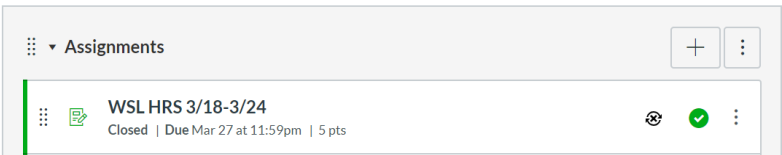


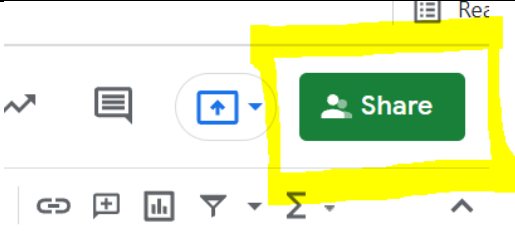
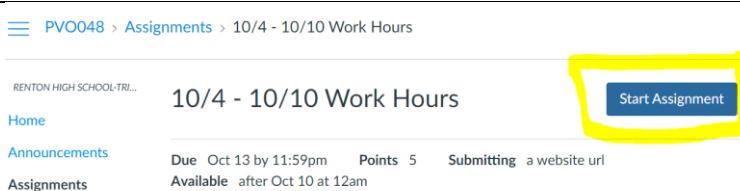
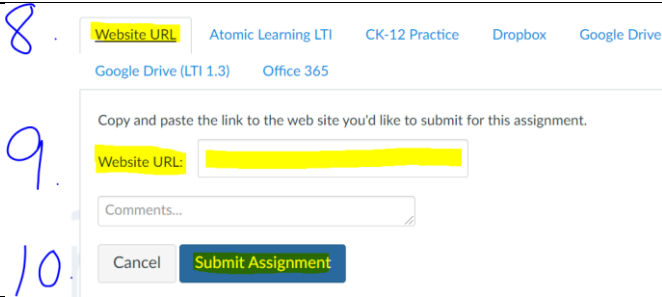
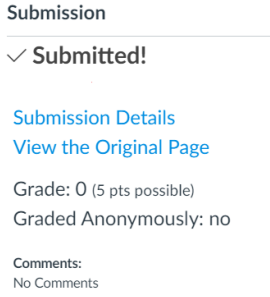


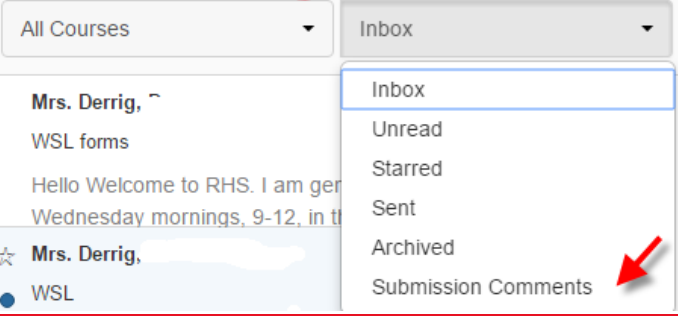


# How to submit your Hours Assignment: (once you are logged onto Canvas)



DIRECTIONS	ILLUSTRATION																																								
1. Click on [Courses]																																									
2. Select " <u>Work Site Learning</u> "																																									
3. Select current assignment (example):																																									
4. Click on <b>your</b> name:  After you click on your name, <b>Google Docs will open your hours form</b>	<p>Michele </p> <p>Terry </p> <p>Jake</p>																																								
5. Enter your hours on the Google form, in the gray box, for the correct week:  ??Missing hours from previous weeks? Enter them now!	<table border="1"> <tbody> <tr> <td>9/27-10/3</td> <td>8.5</td> <td>8.5</td> <td></td> <td></td> <td>2/14-2/20</td> <td></td> <td>8.5</td> </tr> <tr> <td>10/4-10/10</td> <td>0</td> <td>8.5</td> <td></td> <td></td> <td>2/21-2/27</td> <td></td> <td>8.5</td> </tr> <tr> <td>10/11-10/17</td> <td></td> <td>8.5</td> <td></td> <td></td> <td>2/28-3/6</td> <td></td> <td>8.5</td> </tr> <tr> <td>10/18-10/24</td> <td></td> <td>8.5</td> <td></td> <td></td> <td>3/7-3/13</td> <td></td> <td>8.5</td> </tr> <tr> <td>10/25-10/31</td> <td></td> <td>8.5</td> <td></td> <td></td> <td>3/14-3/20</td> <td></td> <td>8.5</td> </tr> </tbody> </table>	9/27-10/3	8.5	8.5			2/14-2/20		8.5	10/4-10/10	0	8.5			2/21-2/27		8.5	10/11-10/17		8.5			2/28-3/6		8.5	10/18-10/24		8.5			3/7-3/13		8.5	10/25-10/31		8.5			3/14-3/20		8.5
9/27-10/3	8.5	8.5			2/14-2/20		8.5																																		
10/4-10/10	0	8.5			2/21-2/27		8.5																																		
10/11-10/17		8.5			2/28-3/6		8.5																																		
10/18-10/24		8.5			3/7-3/13		8.5																																		
10/25-10/31		8.5			3/14-3/20		8.5																																		
6. On the Google form, click "Share" then click "Copy Link"																																									
7. Go back to Canvas and click on Start Assignment																																									

<p>8. Scroll to bottom of your Canvas page and select Website URL</p> <p>9. Paste the link into the box</p> <p>10. Click “Submit” assignment</p>	
<p><b>YOU ARE DONE!!</b> You will receive confirmation that your assignment has been Submitted!</p>	
<p><b>COME BACK NEXT WEEK and SUBMIT YOUR HOURS AGAIN!</b></p>	
<p><b>NEED HELP?</b></p>	<p>Contact: Mrs. Terry Derrig, Apprenticeship/Internship/WSL Coordinator Call/Text: 206-940-5750 Email: <a href="mailto:terry.derrig@rentonschools.us">terry.derrig@rentonschools.us</a></p> <p>Mrs. Carla Smith, R.W.T./WSL Coordinator Call/Text: (206) 948-6260 Email: <a href="mailto:carla.smith@rentonschools.us">carla.smith@rentonschools.us</a></p> <p>Ms. Michele Johnson, CTE Program Specialist Cell: 425-204-3856 Email: <a href="mailto:michele.johnson@rentonschools.us">michele.johnson@rentonschools.us</a></p>
<p><b>REMEMBER....</b></p>	<p>EVERY 180 HOURS = 0.5 CREDITS! BE SURE TO TURN IN YOUR HOURS WEEKLY!</p>
<p><b>VISIT ...</b></p>	<p>....your school’s Career Center website for information about jobs, internships, apprenticeships, and other opportunities!</p>

# Checking Inbox and Submission Comments

<p>Check your INBOX each time you log-in.</p> <p>Click on [Inbox]</p> <p>Any emails? Click. Read. Reply if necessary.</p>	 <p>The screenshot shows a vertical navigation menu with icons and labels for Account, Admin, Dashboard, Courses, Groups, Calendar, and Inbox. The 'Inbox' icon, which depicts a document with a checkmark, is highlighted with a red rectangular box, and a red arrow points to it from the right.</p>
<p>While in your Inbox, Check on your SUBMISSION COMMENTS</p> <p>Click on the drop down Click on [Submission Comments]</p>	 <p>The screenshot shows an email inbox interface. At the top, there are two dropdown menus: 'All Courses' and 'Inbox'. The 'Inbox' dropdown menu is open, showing a list of filter options: 'Inbox', 'Unread', 'Starred', 'Sent', 'Archived', and 'Submission Comments'. A red arrow points to the 'Submission Comments' option. Below the dropdown, the start of an email is visible, including the sender 'Mrs. Derrig, ~', the subject 'WSL forms', and the beginning of the message body: 'Hello Welcome to RHS. I am ger... Wednesday mornings, 9-12, in t...'. There is also a star icon next to the sender's name and a blue dot next to 'WSL'.</p>

# Checking Assignment Calendar

<p>Click on [Calendar]</p>	 <p>The screenshot shows a vertical navigation menu with icons and labels for Groups and Calendar. The 'Calendar' icon, which depicts a calendar grid, is highlighted with a red arrow pointing to it from the right.</p>
<p>See the assignments for all your classes; due dates and past due.</p>	 <p>The screenshot shows a calendar view for February 2018. The calendar is displayed in a grid format with days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and dates (1 through 20). Several dates have colored boxes indicating assignment due dates: a green box on Wednesday, February 3rd; an orange box on Thursday, February 4th; and a blue box on Friday, February 5th. The calendar also shows the current date as 'Today' and the month as 'February 2018'.</p>